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ABSTRACT

This checklist is designed to provide librarians, architects, and other members of a building design team with a list of questions to ask during the design phase of a new or remodeled library building project. The purpose of the questions is to make sure that no element of the building is overlooked by the building design team in their programming of spaces. While the list of questions on this checklist is probably not exhaustive, answering them should ensure that no major design elements have been excluded in planning. The scope of this checklist includes: library site selection; building planning and architecture; accessibility for handicapped persons; interior organization of library buildings for circulation, children's services, young adult services, reference facilities, bookstacks and shelving, seating, non-public areas, and convenience facilities; decoration of interiors; ventilation, air conditioning, and lighting; communications and electrical equipment and environment; security systems; mechanicals and noise control; maintenance of the library building and property; and providing for future modifications. Space is provided for responses to and comments on these questions. (MAB)

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Checklist of Library Building Design Considerations

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CHECKLIST OF LIBRARY BUILDING DESIGN CONSIDERATIONS

BY

ALA/LAMA/BES

APL Committee

EDITED BY:

William W. Sannwald
Robert S. Smith

July, 1988

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The Chair would like to thank all of the Committee members, both past and present, who worked on this publication--especially Bob Smith who helped compile some of the changes made by the Committee. Thanks also go to the LAMA office and to the Publications Committee for their valuable assistance in getting this manuscript published. Personal thanks are extended to David Harley and Janet Johansson, word processors who prepared the document, and Rua Johnson who proofread it.

This publication should be viewed as a living document, and the Chair welcomes comments and additions to the checklist from everyone who wishes to share in the evolution of the document. I am especially interested in receiving comments and suggestions concerning libraries other than public libraries, as well as material dealing with the question of accessibility and barrier free libraries. Please send your comments to me at the:

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William W. Sannwald,
Chair, LAMA/BES Architecture for Public Libraries Committee

LIBRARY ADMINISTRATION AND MANAGEMENT ASSOCIATION

BUILDINGS AND EQUIPMENT SECTION

ARCHITECTURE FOR PUBLIC LIBRARIES COMMITTEE

COMMITTEE CHARGE: To study, evaluate, and recommend in matters relating to public library structures, including their design, construction, and alteration. Its scope includes: library site selection; building planning and architecture; interior organization of library buildings; decoration of interiors; ventilation, air conditioning, and lighting; maintenance of library building and property; bookmobile planning and design.

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INTRODUCTION

The purpose of the **Checklist of Library Building Design Considerations** is to give librarians, architects, and other members of a building design team a list of questions to ask during the design phase of a new or remodeled library building project.

A number of questions are asked concerning every aspect of space and function in a proposed library building. The purpose of the questions is to make sure that no element of the building is overlooked by the building design team in their programming of spaces. While the list of questions is probably not exhaustive, answering the questions in this document should ensure that no major design elements have been excluded in planning.

The Checklist is valuable for program and planning review for all types of libraries. Most of the basic areas listed in the checklist may be found in College and University, Public, School and Special Libraries. It should be relatively easy to adapt the checklist to meet the requirements of almost any type of library.

This publication was adapted from an original checklist which was produced by doctoral students in the School of Library and Information Studies at Texas Women's University in the Spring of 1983. Professor James L. Thomas gave permission to the LAMA/BES Architecture for Public Libraries Committee to come up with a revision.

Original work on the publication started under the Chairmanship of Lamar Veatch, and the Committee completed their work with the manuscript at the 1988 Midwinter Meeting of the American Library Association in San Antonio.

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1

SITE

QUESTIONS TO CONSIDER

1. SITE

QUESTIONS	YES	NA	NO	COMMENTS
1. IS THE SITE IN RELATIVELY CLOSE PROXIMITY TO THE PART OF THE COMMUNITY THAT IS UNDERSTOOD TO BE THE MOST ACTIVE?				
2. IS THE SITE EASILY ACCESSIBLE TO THOSE LIVING IN THE AREA TO BE SERVED?				
A) ARE THERE NATURAL OR MAN-MADE BARRIERS?				
B) WHAT ARE THE TRAFFIC PATTERNS NEAR THE LIBRARY?				
C) CAN CARS EASILY GET IN AND OUT OF THE PARKING LOT?				
D) ARE THERE SIDEWALKS?				
3. IS THE SITE CENTRALLY LOCATED TO GENERATE THE GREATEST AMOUNT OF LIBRARY USE?				
4. DOES THE SIZE OF THE SITE PROVIDE ADEQUATE SPACE?				
5. DOES THE SITE PROVIDE ROOM FOR EXPANSION?				
6. CAN THE SITE ACCOMMODATE ADEQUATE AND REQUIRED PARKING FOR STAFF AND PATRONS?				
7. IF THE LIBRARY IS TO BE A BRANCH OF A SYSTEM, ARE THERE OVERLAPPING SERVICE AREAS FROM OTHER BRANCHES IN THE SYSTEM?				

2

EXTERIOR

2. EXTERIOR

QUESTIONS	YES	NA	NO	COMMENTS
1. DOES THE BUILDING FIT INTO THE SITE AND NEIGHBORHOOD?				
2. IS THE BUILDING VISUALLY SATISFYING TO LOOK AT?				
3. DOES IT LOOK LIKE AN INVITING BUILDING TO ENTER?				
4. IS THERE A LARGE EXTERIOR WELL-LIGHTED SIGN IDENTIFYING THE LIBRARY THAT IS VISIBLE FROM PASSING CARS AND NOT ACCESSIBLE FROM THE GROUND TO PROTECT IT FROM VANDALISM?				
5. IS THE ENTRANCE IDENTIFIABLE TO PEOPLE IN CARS AS WELL AS TO PEDESTRIANS?				
6. ARE THE LIBRARY'S HOURS OF SERVICE PROMINENTLY DISPLAYED ON A SIGN AT THE ENTRANCE?				
7. IS THERE SUFFICIENT PARKING?				
8. IS PARKING CONVENIENT TO THE ENTRANCE?				
9. ARE PARKING SPACES EASY TO GET INTO AND OUT OF FOR LARGER CARS?				
10. IF THERE IS A PARKING GARAGE, IS IT EASILY LOCATED AND WELL IDENTIFIED FROM THE STREET?				
11. IS THE LIBRARY NEAR MASS TRANSPORTATION?				
12. IS THERE PUBLIC TELEPHONES OUTSIDE?				
13. IS THE ENTRANCE SHELTERED FROM WEATHER?				
14. IS THE BUILDING LIT AT NIGHT?				
15. CAN THE EXTERIOR BE EASILY MAINTAINED?				
16. IS THERE PROVISION FOR RETURNING MATERIALS AFTER HOURS?				

2. EXTERIOR (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
17. IS THE BOOKDROP SEPARATE FROM THE BUILDING OR LOCATED IN A FIREPROOF AREA?				
18. ARE THERE BICYCLE RACKS?				
19. IS THERE AN ENTRANCE FOR DELIVERIES?				
20. CAN TRUCKS EASILY UNLOAD?				
21. IS THERE ADEQUATE PROVISION FOR STORING OF TRASH, AND IS IT ACCESSIBLE FROM THE BUILDING AND FOR PICK-UP?				
22. CAN LANDSCAPING BE EASILY MAINTAINED?				
23. IS THERE PROVISION FOR STORAGE OF LAWN-MOWERS, SNOWBLOWERS AND OTHER EQUIPMENT?				
24. IS THERE PROVISION FOR OUTSIDE FAUCETS AND ELECTRICAL OUTLETS? ARE THEY VANDAL PROOF?				
25. DOES THE LIBRARY SITE HAVE ADEQUATE DRAINAGE?				
26. IS THE FENESTRATION ARRANGED TO TAKE MAXIMUM ADVANTAGE OF THE BEST VIEWS AND ALLOW MAXIMUM USE OF FLOOR AND WALL SPACE?				
27. WILL SUN CONTROL, GLARE AND EXCESSIVE ULTRA VIOLET RAYS BE HANDLED ARCHITECTURALLY?				
28. IS THE LOADING DOCK DETAILED FOR VEHICLES USING IT AND DETAILED FOR VEHICULAR VARIANCE IN FLOOR HEIGHT?				
29. IS THERE SPACE FOR A BOOKMOBILE?				
A) IS IT CONVENIENT FOR STAFF AND STORAGE OF MATERIALS?				
30. IS THE BUILDING'S SKIN EASILY MAINTAINED AND ENERGY EFFICIENT?				

3

INTERIOR

3. INTERIOR

QUESTIONS	YES	NA	NO	COMMENTS
1. ARE ALL PUBLIC SERVICE ELEMENTS OF THE BUILDING EASILY LOCATED FROM THE ENTRANCE?				
2. WILL THE ENTRANCE ALLOW FOR A BOOK SECURITY SYSTEM?				
3. DISTINGUISHED BY SIGNS, LIGHTING COLOR, AND FURNISHINGS, DO THESE AREAS STAND OUT:				
A) CHILDREN/ADULTS/YA?				
B) CATALOG?				
C) BOOKS/AUDIO-VISUAL?				
D) REFERENCE/INFORMATION?				
4. ARE FURNITURE AND EQUIPMENT USED TO PROMOTE, MERCHANDISE AND DISPLAYS SOME PARTS OF THE BOOK AND MEDIA COLLECTIONS OF THE LIBRARY?				
5. IS THERE SPACE NEAR THE ENTRANCE FOR:				
A) PUBLIC BULLETIN BOARD?				
B) DISPLAY CASE?				
C) PAMPHLET RACKS?				
D) ANNOUNCEMENTS OF LIBRARY EVENTS?				
6. ARE SIGNS EASY TO SEE AND LOGICAL TO FOLLOW?				
7. IS THERE SUFFICIENT DEDICATED SPACE AVAILABLE FOR MEETINGS AND PROGRAMS?				
8. IS THERE SPACE FOR SMALL CONFERENCES?				
9. IS THERE SPACE FOR QUIET STUDY?				
10. IS THERE:				
A) AN AUDITORIUM?				
B) AN ART GALLERY?				
C) A PROJECTION BOOTH?				
D) A THEATRE?				
E) DISPLAY AND EXHIBIT AREAS?				
1. ARE THEY HIGHLY VISIBLE WITH SPECIAL AND ACCESSIBLE LIGHTING?				
2. ARE THEY SECURE AND CONTROLLED FROM A NEARBY STAFF STATION?				
F) A MULTIPURPOSE/MEETING ROOM?				

3. INTERIOR (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
11. ARE KITCHEN FACILITIES AVAILABLE FOR GROUPS TO SERVE REFRESHMENTS?				
12. CAN THE MEETING ROOM BE USED AFTER CLOSING WITH ACCESSIBILITY TO RESTROOMS AND A TELEPHONE?				
13. DOES THERE APPEAR TO BE GOOD TRAFFIC FLOW?				
14. IS THE CATALOG EASILY ACCESSIBLE FROM ALL PARTS OF THE LIBRARY?				
15. IS THERE AN INSTRUCTIONAL SIGN FOR CATALOG USE?				
16. CAN THIS BUILDING BE EASILY MAINTAINED?				
17. HAS PROVISION BEEN MADE FOR SAFETY AND EMERGENCIES?				
A) FIRE SAFETY?				
B) EMERGENCY EXITS?				
C) EMERGENCY LIGHTING?				
D) NON-SKID FLOORS?				
E) SAFETY GLASS?				
F) OTHER?_____				
18. ARE WALL COVERINGS APPROPRIATE FOR THE AREA: HALLS, AROUND WATER FOUNTAINS?				
19. ARE CUSTODIAL CLOSETS WELL DISTRIBUTED AND ADEQUATE IN SIZE?				
20. ARE ALL VERTICAL TRANSPORTATION, FIRE EXITS, PRIMARY AND SECONDARY STAIRS CLEARLY VISIBLE?				
21. HAVE STEPS BEEN KEPT TO A MINIMUM OR ELIMINATED?				
22. ARE CORRIDORS WELL-LIGHTED?				
23. ARE FINISHES EASILY MAINTAINABLE AND LONG-WEARING?				

4

ACCESSIBILITY

4. ACCESSIBILITY

QUESTIONS	YES	NA	NO	COMMENTS
1. IS THERE SAFE AND ACCESSIBLE PARKING CLOSE TO THE BUILDING DESIGNATED FOR THE HANDICAPPED (8' SPACE)?				
2. IS THE PARKING SO SLANTED THAT WHEELCHAIRS WILL NOT ROLL IF LEFT UNATTENDED WHILE PERSON IS TRANSFERRING TO VEHICLE?				
3. ARE THERE LEVEL WALKS WITH NO CURBS AT CROSSWAYS FROM PARKING AREA TO THE LIBRARY BUILDING?				
4. ARE ALL BUILDING ENTRANCES ACCESSIBLE TO THE HANDICAPPED?				
5. IF TURNSTILES ARE USED IN THE ENTRANCE, IS AN ALTERNATIVE ENTRANCE PROVIDED?				
6. ARE THERE LEVEL THRESHOLDS TO THE BUILDING AND ROOMS?				
7. DOES THE BUILDING HAVE A GRADUALLY SLOPING RAMP TO THE ENTRANCE?				
8. IS THE BUILDING ALL ON ONE FLOOR?				
9. IF BUILDING HAS MORE THAN ONE FLOOR, DOES THE USER HAVE ACCESS TO AN ELEVATOR?				
10. ARE FLOOR DESIGNATORS PLACED AT THE CORRECT LEVEL FOR PERSONS IN WHEELCHAIRS?				
11. ARE DOORS AT LEAST 32" WIDE?				
12. DO DOORS OPEN EASILY?				
13. ARE AUTOMATIC DOORS OR EASY-OPEN DOORS AT THE ENTRANCE PROVIDED FOR WHEELCHAIR USERS?				
14. ARE CATALOGS/TERMINALS AT A HEIGHT OF 27½" FOR WHEELCHAIR USE?				

4. ACCESSIBILITY (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
15. IS THE SPACE BETWEEN STACKS AT LEAST 44" WIDE TO ALLOW FOR PASSAGE OF A WHEELCHAIR?				
16. ARE BRAILLE MARKINGS/SIGNAGE ADJACENT TO ELEVATOR BUTTONS?				
17. ARE BRAILLE MARKINGS/SIGNAGE OUTSIDE THE ELEVATOR DOORS TO IDENTIFY FLOORS?				
18. ARE SOUNDING BELLS USED TO DESIGNATE FLOORS?				
19. ARE BRAILLE MARKINGS USED THROUGHOUT THE LIBRARY TO ENABLE THE BLIND USER TO LOCATE AREAS?				
20. IS LARGE, CLEAR PRINT SIGNAGE PROVIDED TO IDENTIFY ALL AREAS AND FUNCTIONS IN THE LIBRARY FOR THE DEAF AND VISUALLY IMPAIRED?				
21. ARE SOME TABLES 27½" IN HEIGHT FOR WHEELCHAIR USERS?				
22. IS THE RESTROOM MARKED WITH BRAILLE SIGNAGE?				
23. IS THE DOOR INTO THE RESTROOM EASILY OPENED BY THE HANDICAPPED?				
24. IS THERE A STALL WITH GRAB BARS, RAISED TOILET, AND WIDE DOOR TO ALLOW WHEELCHAIR ACCESS?				
25. DOES THE DOOR OF THIS STALL OPEN OUTWARDS?				
26. IS THERE ROOM FOR THE WHEELCHAIR TO BE EASILY MANEUVERED IN ENTERING THE STALL?				
27. IS THERE A SINK FOR THE HANDICAPPED USER WITH A MINIMUM CLEARANCE FROM THE FLOOR OF 29"?				
28. ARE TOWEL DISPENSERS AND/OR HAND DRYERS AT THE CORRECT LEVEL FOR A WHEELCHAIR USER NO MORE THAN 48" OFF THE FLOOR?				

4. ACCESSIBILITY (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
29. ARE THERE HANDRAILS ON ALL STAIRWAYS?				
30. DO THESE HANDRAILS EXTEND 12" BEYOND THE TOP AND BOTTOM STEP?				
31. ARE NONSLIP FLOORS USED THROUGHOUT THE BUILDING?				
32. ARE LOWER WATER FOUNTAINS (HEIGHT OF 27-36") AVAILABLE FOR WHEELCHAIR USERS AND CONVENIENT FOR ALL HEIGHTS OF USERS?				
33. ARE BRAILLE MAPS AVAILABLE FOR THE BLIND?				
34. ARE BRAILLE BROCHURES AVAILABLE?				
35. ARE PUBLIC TELEPHONES ACCESSIBLE (HEIGHT OF 44") FOR WHEELCHAIR USERS?				
36. IS THERE A PUBLIC TELEPHONE FOR INCREASING VOLUME FOR THE HEARING IMPAIRED?				
37. IS DOOR HARDWARE THE LEVER TYPE?				

5

CIRCULATION

5. CIRCULATION

QUESTIONS	YES	NA	NO	COMMENTS
1. IS THE CIRCULATION AREA LOCATED NEAR THE LIBRARY ENTRANCE?				
2. IS THE CIRCULATION AREA CLEARLY VISIBLE?				
3. ARE THE FOLLOWING FUNCTIONS IDENTIFIED:				
A) CHECKOUT				
B) RETURNS				
C) REGISTRATION				
D) INQUIRY				
E) RESERVE				
F) OTHER				
4. CAN THE STAFF PERFORMING THE DIFFERENT FUNCTIONS AT THE CIRCULATION DESK SEE ONE ANOTHER, AND MOVE FREELY FROM ONE AREA TO ANOTHER TO INSURE THE BEST POSSIBLE PUBLIC SERVICE?				
5. IS THE HEIGHT AND WIDTH OF THE CIRCULATION DESK APPROPRIATE FOR THE VARIOUS FUNCTIONS, AND IS IT ACCESSIBLE TO SOMEONE IN A WHEEL CHAIR?				
6. ARE THE SORTING SHELVES CLEARLY ARRANGED AND EASILY ACCESSIBLE FOR RETURNED MATERIALS?				
7. CAN THE SORTING SHELVES ACCOMMODATE A-V MATERIALS?				
8. CAN THE MATERIALS BE TRANSFERRED EASILY TO THEIR CORRECT LOCATIONS?				
9. IS THERE ROOM TO EXPAND IF/AS CIRCULATION OF MATERIALS INCREASES?				
10. IS THE CIRCULATION DESK MODULAR IN DESIGN SO THAT CHANGES CAN BE EASILY MADE?				

5. CIRCULATION (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
11. ARE CIRCULATION STAFF OFFICES LOCATED NEAR THE CIRCULATION AREA?				
12. HAVE PROVISIONS BEEN MADE FOR COMPUTERIZED CHECK-OUT?				
13. IS THERE SPACE FOR A CIRCULATION SECURITY SYSTEM?				
14. IS THERE ADEQUATE SPACE BETWEEN THE COMPUTER TERMINALS AND THE SECURITY SYSTEM TO PREVENT THEM FROM INTERFERING WITH THE PHYSICAL AND ELECTRICAL OPERATION OF THE OTHER?				
15. IS THERE A LOGICAL WORKFLOW BEHIND THE DESK AND ADEQUATE SPACE FOR STAFF?				
16. IS THE CIRCULATION DESK DESIGNED TO HANDLE ELECTRICAL EQUIPMENT AND IS WIRING UNDER THE DESK?				
17. IS WIRING AND CABLE EASILY ACCESSIBLE?				
18. IS THE CIRCULATION DESK DESIGNED TO ACCOMMODATE CHANGING THE LOCATION OF ELECTRICAL EQUIPMENT IN THE FUTURE?				
19. IS THE FLOORING MATERIAL ADJACENT TO CIRCULATION A SURFACE WHICH WILL MINIMIZE THE NOISE OF BOOK TRUCKS, YET BE EASILY MAINTAINED AND SAFE DURING WET WEATHER?				

6

CHILDRENS' FACILITIES

6. CHILDRENS' FACILITIES

QUESTIONS	YES	NA	NO	COMMENTS
1. IS THE PHYSICAL AND PSYCHOLOGICAL CLIMATE PLEASANT AND INVITINC TO THE CHILD OF THIS COMMUNITY? (IF YOU WERE A CHILD, WOULD YOU LIKE TO BE IN THIS ENVIRONMENT?)				
2. IF THE LIBRARY HAS A SEPARATE CHILDREN'S CARD CATALOG/TERMINAL, HAS SUFFICIENT SPACE BEEN ALLOWED FOR IT?				
3. ARE A) THE SHELVES, B) THE FURNITURE, C) THE CONVENIENCE FACILITIES SCALED FOR CHILDREN?				
4. DO CLEAR, DISTINCT SIGNS LABEL THE COLLECTION?				
5. IS THERE COMFORTABLE ADULT SEATING FOR USE WHILE SHARING BOOKS WITH CHILDREN?				
6. DOES THE STAFF HAVE VISUAL CONTROL OF THE AREA?				
7. IS REALIA CONVENIENTLY AND ATTRACTIVELY HOUSED?				
8. A) IS THERE SUFFICIENT SPACE FOR USE AND STORAGE OF AV MATERIALS AND EQUIPMENT?				
B) CAN THE STORAGE AREA BE LOCKED?				
C) IS THERE SUFFICIENT WORK AREA FOR STAFF TO PREPARE PUPPET, POSTERS, AND PICTURE FILES?				
9. IS THERE A SEPARATE PROGRAMMING AREA ADJACENT TO, BUT OUT OF, THE TRAFFIC FLOW?				
10. HAS ALLOWANCE BEEN MADE FOR STORAGE OF SPECIAL EQUIPMENT USED IN PROGRAMMING, SUCH AS A PUPPET STAGE?				
11. IS SPACE ALLOCATED FOR ADVERTISING SPECIAL PROGRAMS FOR CHILDREN?				
12. HAS SPACE BEEN PROVIDED FOR SPECIFIC DISPLAYS AND MATERIALS GEARED TO CHILDREN?				

6. CHILDRENS' FACILITIES (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
13. ARE PLAY AREAS DESIGNED TO AVOID INTERFERING WITH OTHER LIBRARY FUNCTIONS?				
14. ARE WASHROOM FACILITIES LOCATED NEAR THE CHILDREN'S AREA?				
15. IS THERE A WATER FOUNTAIN AT A HEIGHT CONVENIENT TO CHILDREN IN THE AREA?				
16. IF MATERIALS ARE CHECKED-OUT OR RETURNED AT THE CHILDREN'S DESK, HAS SUFFICIENT SPACE BEEN ALLOWED FOR EASY TRANSACTIONS?				
17. IS THE AREA ARRANGED TO MINIMIZE THE NOISE AND DISRUPTION TO ADJACENT ADULT AREAS?				
18. IS THE CHILDREN'S AREA ARRANGED IN SUCH A MANNER THAT ADULTS ARE NOT INTIMIDATED TO USE THE AREA?				

7

YOUNG ADULT FACILITIES

7. YOUNG ADULT FACILITIES

QUESTIONS	YES	NA	NO	COMMENTS
1. IS THE PHYSICAL AND PSYCHOLOGICAL CLIMATE PLEASANT AND INVITING FOR TEENAGERS?				
2. DOES THE STAFF HAVE VISUAL CONTROL OF THE AREA?				
3. IS THE AREA CLEARLY DISTINGUISHED AS A YA AREA?				
4. IS THE YA COLLECTION A SEPARATE AREA?				
5. IS THERE COMFORTABLE SEATING?				
6. IS THERE A BULLETIN BOARD OR DISPLAY AREA?				
7. DOES THE AREA HAVE ADEQUATE:				
A) SHELVING FOR HARDBACKS?				
B) PAPERBACK RACKS?				
C) DISPLAY UNITS FOR A-V?				
D) MAGAZINE DISPLAY UNITS?				
8. IS THE YA AREA LOCATED SO THAT TEENAGERS CAN SOCIALIZE WITHOUT DISTURBING THE REST OF THE LIBRARY?				
9. IS THERE A-V EQUIPMENT FOR LISTENING OR VIEWING?				
10. ARE THERE COMPUTERS FOR PUBLIC USE?				

8

REFERENCE FACILITIES

8. REFERENCE FACILITIES

QUESTIONS	YES	NA	NO	COMMENTS
1. IS THE REFERENCE DESK LOCATED WHERE THE STAFF CAN IDENTIFY BY SIGHT THOSE PATRONS HAVING DIFFICULTY IN FINDING REFERENCE MATERIALS?				
2. IS THE REFERENCE DESK LOCATED AT THE ENTRANCE TO THE REFERENCE AREA?				
3. IS THE LOCATION OF THE REFERENCE DESK VISIBLE TO PATRONS WITH REFERENCE NEEDS?				
4. ARE REFERENCE COLLECTIONS CONVENIENTLY LOCATED AND IDENTIFIED INCLUDING READY-REFERENCE MATERIALS?				
5. ARE THEY ARRANGED IN A FUNCTIONAL MANNER?				
6. ARE MATERIALS AND EQUIPMENT REQUIRING STAFF ASSISTANCE GROUPED CLOSE TO THE REFERENCE SERVICE DESK?				
7. IS THE PUBLIC CATALOG ACCESSIBLE FROM ALL PARTS OF THE REFERENCE COLLECTION OR ARE CATALOG TERMINALS WELL DISTRIBUTED?				
8. IF PROVIDED, IS ADEQUATE SPACE ALLOWED FOR THE FOLLOWING EQUIPMENT AND ITS USE:				
A) MICROFORM EQUIPMENT?				
B) COMPUTER TERMINALS?				
C) AUDIOVISUAL EQUIPMENT?				
D) CD-ROM				
E) OTHER				
9. IF INCLUDED IN THE REFERENCE COLLECTION, IS ADEQUATE SPACE ALLOWED FOR THE USE OF THE FOLLOWING MATERIALS INCLUDING THE EQUIPMENT THEY REQUIRE:				
A) NEWSPAPERS?				
B) PERIODICALS?				

8. REFERENCE FACILITIES (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
C) INDEXES AND ABSTRACTS?				
D) ANNUAL REPORTS?				
E) BIBLIOGRAPHIES?				
F) LARGE DICTIONARIES?				
G) MICROFORMS?				
H) RARE BOOKS?				
I) GOVERNMENT PUBLICATIONS?				
J) VERTICAL FILE?				
K) READY REFERENCE?				
L) RESERVES?				
M) COLLEGE CATALOGS?				
N) CITY DIRECTORIES?				
O) ARCHIVES?				
P) TELEPHONE DIRECTORIES?				
Q) GENEALOGY?				
R) MAPS AND ATLASES?				
S) GENERAL REFERENCE?				
T) CAREER?				
U) AUDIOVISUAL MATERIALS?				
V) NEWSPAPER CLIPPINGS?				
W) OTHER?				
10. ARE THE STORAGE NEEDS OF THESE MATERIALS MET? IF NOT, SPECIFY.				

8. REFERENCE FACILITIES (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
11. IF AREAS OF LIMITED OR CLOSED ACCESS EXIST, IS ADEQUATE SPACE ALLOCATED FOR:				
A) STAFFING?				
B) EXPANSION?				
C) SECURITY?				
12. ARE REFERENCE STAFF OFFICES LOCATED NEAR THE REFERENCE AREA?				
13. DOES THE REFERENCE STAFF HAVE ADEQUATE WORKING SPACE AT THEIR PUBLIC SERVICE DESKS?				
14. IS THERE SEATING FOR PATRON/STAFF CONSULTATION AND IS THE REFERENCE DESK THE APPROPRIATE HEIGHT?				
15. DOES REFERENCE PROVIDE SPACE FOR THE FOLLOWING SERVICES:				
A) INTERLIBRARY LOAN?				
B) DATABASE SEARCHES?				
C) GENERAL INFORMATION?				
D) TELEPHONE REFERENCE SERVICE?				
16. IS THE REFERENCE AREA ARRANGED IN SUCH A MANNER THAT LIBRARIANS ARE VISIBLE AND LOOK APPROACHABLE?				
17. CAN REFERENCE LIBRARIANS EASILY GET OUT FROM BEHIND THE DESK TO HELP PATRONS?				
18. CAN THE AREA EXPAND FOR OTHER EQUIPMENT?				
19. ARE COPY MACHINES CLOSE TO REFERENCE MATERIALS?				
20. IS THERE SPACE FOR DISTRIBUTION OF COMMUNITY INFORMATION, TAX FORMS, FLYERS AND OTHER HANDOUTS?				

9

BOOKSTACKS

&

SHELVING

9. BOOKSTACKS AND SHELVING

QUESTIONS	YES	NA	NO	COMMENTS
1. ARE SHELVING UNITS:				
A) MOVABLE? IF YES, DO THEY HAVE ADEQUATE SAFETY FEATURES AND ARE EASILY OPERATED?				
B) STANDARDIZED IN DESIGN, COLOR, ETC?				
C) ARE PARTS STANDARD AND INTERCHANGEABLE?				
D) EASILY ADJUSTABLE?				
E) ARE THE SHELVES ADAPTABLE FOR DISPLAY ACCESSORIES OR SHELVING?				
2. IS THE SHELVING STURDY AND WELL-BUILT?				
3. ARE STACKS ARRANGED SEQUENTIALLY SO THAT:				
A) USERS CAN FIND MATERIALS WITHOUT ASKING?				
B) IF NOT, ARE THE VARIATIONS CLEARLY INDICATED?				
4. ARE STACKS AND SHELVES CLEARLY LABELED AS TO CONTENT?				
5. ARE SHELVING RANGES SHORT ENOUGH TO PROVIDE VISUAL CONTINUITY?				
6. IS SHELVING HEIGHT AND DEPTH ADEQUATE FOR DIFFERENT USES?				
7. ARE THERE SPECIAL FEATURES FOR:				
A) DISPLAYING MATERIALS, I.E. MERCHANDISING?				
B) ODD SHAPED MATERIALS?				
C) PULL-OUT SHELVES?				
D) ATLASES?				
E) PICTURE BOOKS?				
F) SHELF DIVIDERS?				
G) ELECTRICAL EQUIPMENT?				

9. BOOKSTACKS AND SHELVING (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
8. ARE THERE ANY ATTEMPTS TO BREAK THE MONOTONY BY CREATIVE ARRANGEMENT OF SHELVING?				
9. WAS LENGTH OF SHELVING AND WIDTH OF AISLES DETERMINED ON THE BASIS OF TRAFFIC PATTERNS?				
10. ARE BOOKENDS THE RIGHT SIZE TO ACCOMMODATE VARIOUS SIZES OF MATERIALS?				
11. ARE BOOKENDS ABLE TO "SLIDE" FOR EASY REARRANGEMENT OF BOOKS ON THE SHELF?				

10

SEATING

10. SEATING

QUESTIONS	YES	NA	NO	COMMENTS
1. IS THERE A VARIETY IN TYPES OF SEATING?				
2. IS SEATING APPROPRIATE FOR VARYING PURPOSES AND AGE LEVEL OF USERS?				
3. IS PLACEMENT OF SEATING APPROPRIATE AND TAKES PERSONAL SPACE INTO CONSIDERATION?				
4. IS SEATING COMFORTABLE?				
5. IS SEATING ATTRACTIVE AND INVITING?				
6. IS THERE APPROPRIATE SEATING FOR THE HANDICAPPED?				
7. CAN PEOPLE GET IN AND OUT OF CHAIRS EASILY, ESPECIALLY SENIOR CITIZENS?				
8. ARE FABRICS STURDY AND SOIL-RESISTANT, AND CAN THEY BE EASILY CLEANED?				
9. IS THE FABRIC POROUS ENOUGH TO BREATH, AND ABLE TO ABSORB AND EVAPORATE MOISTURE?				
10. IS FURNITURE DESIGNED FOR EASY REPAIR OR REPLACEMENT OF PARTS?				
11. IS FURNITURE DESIGNED AND CONSTRUCTED FOR USER SAFETY?				
12. IS FURNITURE FREE OF PROJECTIONS THAT COULD SNAG CLOTHING?				
13. HAS SEATING BEEN ADEQUATELY SPACED TO AVOID CROWDING?				
14. IS THERE ENOUGH SEATING?				
15. CAN CHAIRS BE PUSHED CLOSE TO THE TABLES?				
16. IS STAFF SEATING APPROPRIATE FOR THE TASKS?				
17. CAN STAFF SEATING BE EASILY ADJUSTED?				
18. DO CHAIRS WITH CASTORS MOVE EASILY ON CARPET?				

11

NON-PUBLIC AREAS

11. NONPUBLIC AREAS

QUESTIONS	YES	NA	NO	COMMENTS
1. ARE THERE STAFF WORKING AREAS FOR ALL EMPLOYEES AND VOLUNTEERS?				
2. ARE THEY ADEQUATE AND PROPERLY EQUIPPED?				
3. ARE THEY PROPERLY LIGHTED?				
4. ARE THEY FREE FROM DISTRACTIONS?				
5. IS THERE ADEQUATE DESK AND DRAWER SPACE?				
6. IS THERE ADEQUATE SPACE FOR EQUIPMENT SUCH AS PERSONAL COMPUTERS, TERMINALS, OR WORD PROCESSORS?				
7. ARE STAFF WORKROOMS LOCATED NEAR SERVICE DESKS?				
8. IS THERE ADEQUATE SPACE FOR SMOOTH WORK FLOW?				
9. COULD A HANDICAPPED PERSON WORK THERE?				
10. IS SPACE AVAILABLE FOR STAFF/SERVICES EXPANSION?				
11. IS WORK SPACE FLEXIBLE FOR:				
A) REARRANGEMENT?				
B) VARIETY OF USERS?				
C) ADDITIONAL EQUIPMENT?				
12. IS THERE ADEQUATE SPACE DESIGNATED FOR STAFF LOUNGE?				
13. ARE THERE SEPARATE STAFF RESTROOMS?				
14. IS THERE ADEQUATE SPACE FOR A VARIETY OF STORAGE?				
15. IS THERE ADEQUATE SPACE FOR A MATERIAL HANDLING SYSTEM OTHER THAN PUBLIC ELEVATORS?				

11. **NONPUBLIC AREAS (CONTINUED)**

QUESTIONS	YES	NA	NO	COMMENTS
16. IS THERE ADEQUATE SPACE FOR BOOK TRUCKS AT WORK STATIONS AND FOR THEIR STORAGE WHEN NOT IN USE?				
17. IF THE LIBRARY HAS A BOOKMOBILE, IS ADEQUATE SPACE ALLOCATED FOR:				
A) ITS USE?				
B) ITS SERVICE?				
18. IS THERE ADEQUATE SPACE FOR A RECEIVING/ LOADING DOCK?				
19. IS THERE ADEQUATE STORAGE FOR JANITORIAL SUPPLIES, TOOLS, MAINTENANCE EQUIPMENT, ETC., ON EACH FLOOR?				
20. IS THERE ADEQUATE STORAGE AND OFFICE AREA FOR APPROPRIATE RECEIVING/LOADING OPERATIONS?				
21. IS SPACE FOR TECHNICAL SERVICES OPERATIONS ADEQUATELY PROGRAMMED, INCLUDING SPACE FOR PROCESSING BACKLOGS?				

12

CONVENIENCE FACILITIES

12. CONVENIENCE FACILITIES

QUESTIONS	YES	NA	NO	COMMENTS
1. DOES EVERY FLOOR HAVE RESTROOMS FOR MEN AND WOMEN?				
A) ARE THEY EASILY IDENTIFIED?				
B) ARE THEY WELL VENTILATED?				
C) ARE THEY WELL LIGHTED?				
D) ARE THEY SOUND PROOF?				
E) ARE THEY WELL DRAINED?				
F) ARE THEY VANDAL PROOF, ESPECIALLY THE WALLS?				
2. ARE THERE DISPENSERS FOR:				
A) TOWELS OR HAND DRYERS?				
B) TOILET PAPER?				
C) SOAP?				
D) OTHER?				
3. ARE THERE TRASH RECEPTACLES?				
4. IS THERE A SINK FOR THE HANDICAPPED?				
5. DO THE TOILET AND SINK FACILITIES SEEM ADEQUATE FOR THE DEMAND?				
6. WHEN THE DOOR OF THE DESIGNATED HANDICAPPED STALL IS OPENED, DOES IT STILL ALLOW ACCESS TO OTHER STALLS?				
7. ARE TABLES AVAILABLE FOR CHANGING CHILDREN'S DIAPERS?				
8. DOES EVERY FLOOR HAVE WATER FOUNTAINS?				
9. ARE THEY CONVENIENTLY LOCATED?				
10. ARE THERE PUBLIC TELEPHONES?				
11. ARE TELEPHONE DIRECTORIES PROVIDED?				

12. CONVENIENCE FACILITIES (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
12. ARE COIN CHANGERS LOCATED NEAR THE TELEPHONES?				
13. ARE COPYING MACHINES CONVENIENTLY LOCATED? ARE THERE ENOUGH TO HANDLE THE USAGE?				
14. ARE COIN CHANGERS LOCATED NEAR THE COPYING MACHINES?				
15. IS SPACE ALLOCATED FOR PUBLIC USE OF:				
A) TYPEWRITERS?				
B) COMPUTERS?				
C) A-V EQUIPMENT?				
D) OTHER?				
16. IS THE AREA SOUNDPROOF?				
17. IS SPACE ALLOCATED FOR ROUTINE SUPPLIES FOR PATRON USE, I.E., PENCILS, PAPER OR TYPING MATERIALS AND IS A STAFF MEMBER AVAILABLE TO DISTRIBUTE THEM?				
18. IF REFRESHMENTS ARE AVAILABLE, HAS SPACE AWAY FROM THE PUBLIC SERVICE AREAS BEEN ALLOCATED FOR THEIR CONSUMPTION, AND IS THE REFRESHMENT AREA EASILY VIEWED BY STAFF				
19. IF SMOKING IS PERMITTED, ARE SMOKING AREAS CLEARLY IDENTIFIED?				
20. IS THERE A SEPARATE ELEVATOR FOR STAFF AND FREIGHT?				
21. ARE CLOCKS STRATEGICALLY LOCATED AND VISIBLE IN EVERY MAJOR PUBLIC AREA?				
22. ARE THE CLOCKS EASILY ACCESSIBLE FOR CHANGING THE TIME OR CONTROLLED FROM A CENTRAL POINT?				

13

EQUIPMENT

13. EQUIPMENT

QUESTIONS	YES	NA	NO	COMMENTS
IF THE FOLLOWING EQUIPMENT PLANNED FOR USE IN THE LIBRARY, AND IF SO, IS ADEQUATE SPACE AND ELECTRICAL EQUIPMENT AVAILABLE TO SUPPORT IT? CHECK IF RESPONSE IS "YES" OR "NO."				
A) LARGE PRINT TYPEWRITER				
B) ELECTRIC TYPEWRITER				
C) SHIELD TYPEWRITER				
D) OPTACON				
E) KURZWEIL READING MACHINE				
F) TALKING CALCULATOR				
G) CYBERBRAILLER (PRINT AND BRAILLE AT THE SAME TIME)				
H) BOOK AND PERIODICAL HOLDERS				
I) TAPE DUPLICATOR				
J) SPEECH COMPRESSOR				
K) THERMOFORM (BRAILLE DUPLICATOR)				
L) TELETYPEWRITER (TTY)				
M) BRAILLE WRITER				
N) MAGNIFIER				
O) TAPE RECORDERS/PLAYERS				
P) VISUALTEK (OR CCTV FOR ENLARGEMENT)				
Q) TALKING BOOK EQUIPMENT				
R) MICROFORM READER/PRINTERS				
S) MICROFORM READERS				
T) MICROCOMPUTERS				

13. EQUIPMENT (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
U) CATALOG TERMINALS				
V) RECORD PLAYERS				
W) VIDEO PLAYERS/RECORDERS				
X) CD-ROM				

14 COMMUNICA-TIONS EQUIPMENT & ENVIORNMENT

14. COMMUNICATION EQUIPMENT & ENVIRONMENT

QUESTIONS	YES	NA	NO	COMMENTS
1. GENERAL				
A) IS ELECTRONIC EQUIPMENT EVIDENT AND IN USE AT:				
1. CIRCULATION DESK?				
2. REFERENCE AREA?				
3. PUBLIC AREAS?				
4. TECHNICAL SERVICE AREA?				
5. ADMINISTRATION OFFICES?				
6. STUDY ROOMS?				
B) IS THE CATALOGUE ONLINE/COM?				
C) ARE WORK STATIONS OR CARRELS USED FOR ELECTRONIC EQUIPMENT STAGGERED TO ENHANCE NOISE CONTROL AND PRIVACY?				
D) ARE WORK STATIONS FORMED OF INTER-CHANGEABLE PIECES THAT CAN BE ARRANGED IN MANY WAYS?				
E) IS THE NOISE LEVEL CONTROLLED AROUND ELECTRONIC EQUIPMENT?				
F) ARE THE AREAS WHERE ELECTRONIC EQUIPMENT IS USED WELL VENTILATED AND COMFORTABLE?				
G) ARE ANTI-STATIC MATS IN USE?				
2. CENTRAL PROCESSING UNIT				
A) IS THERE A CENTRAL COMPUTER ROOM?				
B) IS THE TEMPERATURE CONTROLLED?				
C) IS THE HUMIDITY CONTROLLED?				
D) IS THE SECURITY SATISFACTORY?				
E) ARE BACKUP FACILITIES AVAILABLE?				
F) IS THERE A FIRE SUPPRESSION SYSTEM?				
G) IS THERE RAISED FLOORING TO ACCOMMODATE REQUIRED WIRING AND CABLES?				

14. COMMUNICATION EQUIPMENT AND ENVIRONMENT (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
3. TERMINALS				
A) ARE THERE CRT OR OTHER VIDEO DISPLAY TERMINALS?				
B) ARE THERE KEYBOARD TERMINALS?				
C) ARE THERE MICROCOMPUTERS WITH VIDEO DISPLAY?				
D) ARE THERE HARD COPY **FAX BOARDS** TERMINALS WITH DIAL ACCESS DEVICES?				
4. PRINTERS				
A) ARE PRINTERS WITH OR NEAR ALL TERMINALS THAT NEED THEM?				
B) ARE THE PRINTERS IMPACT?				
C) ARE THE PRINTERS NONIMPACT? (THERMAL, OPTICAL, ELECTROLYTIC, OR PHOTOGRAPHIC).				
D) ARE THE PRINTERS EQUIPPED WITH NOISE CONTROL DEVICES?				
5. MICROCOMPUTERS				
A) ARE OFFICE MICROCOMPUTERS CONFIGURED SO THAT THEY CAN BE USED IN ONE OR MORE LOCAL AREA NETWORKS?				
6. MODEMS AND ACOUSTIC COUPLERS				
A) ARE MODEMS SEPARATE OR BUILT-IN TO THE TERMINALS?				
B) ARE ACOUSTIC COUPLERS FULL DUPLEX?				
C) IS TRANSMISSION ALL DIGITAL, REQUIRING NO MODEM?				
7. TELEPHONE				
A) IS THERE A CENTRAL TELEPHONE SYSTEM?				
B) ARE ALTERNATE LONG DISTANCE VENDORS USED?				

14. COMMUNICATION EQUIPMENT AND ENVIRONMENT (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
7. TELEPHONE (CONTINUED)				
C. IS A SWITCHBOARD OPERATOR REQUIRED? IF SO, IS THERE ADEQUATE WORK SPACE TO ALL THE OPERATORS TO COMPLETE OTHER "DESK WORK" WHEN NOT ANSWERING THE TELEPHONE?				
D. IS THERE A WATS LINE?				
E. ARE TELEPHONES HARD WIRED?				
F. ARE INCOMING LINES SUFFICIENT IN NUMBER AND QUALITY?				
G. CAN TELEPHONE LINES HANDLE BOTH DATA AND VOICE?				
8. TELEVISION				
A. ARE STANDARD TELEVISION SETS IN USE?				
B. ARE TELEVISION SETS WITH DECODERS FOR DIGITAL DATA RECEPTION AVAILABLE?				
C. IS THERE PROVISION FOR WIDE-SCREEN VIEWING?				
D. IS THERE CABLE TELEVISION HOOK-UP?				
E. IS THERE CLOSED CIRCUIT TV?				
F. ARE VIDEO TAPE RECORDER/PLAYERS AVAILABLE?				
G. ARE THERE ADEQUATE STUDIO FACILITIES FOR FILMING SPECIAL LIBRARY PROGRAMS SUCH AS STORY HOURS AND LECTURES?				
9. MESSAGE SYSTEMS AND TEXT PROCESSING				
A. IS THERE TRANSMISSION OF MESSAGES TO REMOTE POINTS?				
B. ARE THERE STORAGE AND RETRIEVAL FACILITIES?				

14. COMMUNICATION EQUIPMENT AND ENVIRONMENT (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
9. MESSAGE SYSTEMS AND TEXT PROCESSING (CONTINUED)				
C) IS TEXT PROCESSING AVAILABLE? (STAFF AND/OR PUBLIC USE)				
D) IS ELECTRONIC FUND TRANSFER TO AREA BANKS AVAILABLE? (FOR PUBLIC OR IN ADMINISTRATION)				
E) IS THERE CAPABILITIES FOR A COMPUTER BULLETIN BOARD?				
10. TELEFACSIMILE				
A) IS TELEFACSIMILE AVAILABLE?				
B) IS THERE STORE-AND-FORWARD CAPABILITY?				
C) IS THERE A DIGITAL TELEFACSIMILE SYSTEM?				
11. TELECONFERENCING				
A) IS THE SYSTEM AUDIO ONLY?				
B) IS THE SYSTEM AUDIO WITH VIDEO?				
C) IS COMPUTER INTERFACE USED FOR REMOTE TRANSMISSION/RECEPTION?				
12. ELECTRICAL				
A) ARE DEDICATED LINES USED WITH TERMINALS THAT REQUIRE THEM?				
B) IS THE WIRING ADEQUATE FOR EACH PURPOSE?				
C) IS THE WIRING SURGE PROTECTED WHERE NECESSARY?				
D) ARE THERE ENOUGH ELECTRICAL OUTLETS IN STRATEGIC LOCATIONS?				
E) ARE RECEPTACLES THAT INDICATE HIDDEN CONDUITS OBVIOUS?				

14. COMMUNICATION EQUIPMENT AND ENVIRONMENT (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
12. ELECTRICAL (CONTINUED)				
F) ARE WORK STATIONS OR CARRELS EQUIPPED WITH ELECTRICAL WIRING?				
G) ARE ELECTRICAL CORDS AND CABLES PROTECTED AND OUT OF SIGHT?				
H) IS THERE TASK-AMBIENT LIGHT IN THE WORK STATIONS AND CARRELS?				
13. OTHER				
A) IS MICROWAVE RECEPTION/TRANSMISSION USED?				
B) IS THERE A SATELLITE DISH ANTENNA?				
C) ARE DATA COMMUNICATIONS DISTRIBUTED TO BRANCH LIBRARIES OR OTHER SITES?				
D) ARE BACKUP SYSTEMS PROVIDED FOR WHERE NECESSARY?				
E) IS THE LIBRARY INVOLVED IN A NETWORK WITH BRANCHES OR OTHER LIBRARIES CONNECTED BY TELECOMMUNICATIONS?				
F) ARE VOICE AND DATA INTEGRATED THROUGH A LOCAL AREA NETWORK?				
14. ACCESSIBILITY				
A) CAN VIDEO DISPLAY SCREENS BE RAISED OR LOWERED TO DIFFERENT VIEWING HEIGHTS?				
B) ARE THE VISUALLY IMPAIRED PROVIDED FOR WITH:				
1. ELECTRONIC DISPLAY ENLARGEMENT?				
2. MAGNIFYING LENS ATTACHMENT?				
3. TACTILE DISPLAY ON KEYBOARDS?				

14. COMMUNICATION EQUIPMENT AND ENVIRONMENT (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
14. ACCESSIBILITY (CONTINUED)				
C) ARE THE PHYSICALLY HANDICAPPED PROVIDED FOR WITH:				
1. DIRECTION SELECTION WITH HEADSTICKS?				
2. ROW-COLUMN SCANNING?				
3. OTHER TECHNIQUES?				
D) ARE VARYING COGNITIVE AND LANGUAGE CAPABILITIES PROVIDED FOR WITH:				
1. SIMPLE VIDEO DISPLAYS?				
2. LARGE, PLAINLY-MARKED INPUT PANELS?				
3. USE OF MINIMAL KEYS AND OPTIONS?				
4. USE OF HIDDEN-OPTION FORMAT?				
5. USE OF SIMPLE PRESENTATIONS?				
E) IS EQUIPMENT EASY TO SET UP OR CONNECT WITH?				

15

SECURITY SYSTEMS

15. SECURITY SYSTEMS

QUESTIONS	YES	NA	NO	COMMENTS
1. HAVE LOCAL AUTHORITIES BEEN CONSULTED CONCERNING SECURITY AND SAFETY OF THE LIBRARY BUILDING, CONTENTS AND OCCUPANTS?				
2. DOES THE NEIGHBORHOOD HAVE AN IMPACT ON THE LIBRARY'S SECURITY?				
3. IF SURROUNDED BY OPEN AREAS, DOES THE LIBRARY REQUIRE FENCES TO CONTROL ACCESS?				
4. ARE FENCES OR OTHER BARRIERS REQUIRED TO PREVENT ACCESS TO LOW WINDOWS OR OTHER VULNERABLE POINTS OF POTENTIAL ENTRY?				
5. CAN ACCESS TO ROOFS, UPPER WINDOWS AND LEDGES BE GAINED BY CLIMBING TREES, FENCES, ETC.?				
6. DO GROUND LEVEL WINDOWS, DOORS, AIR VENTS AND OTHER POTENTIAL POINTS OF ENTRY HAVE SUFFICIENT PROTECTION TO PREVENT ILLEGAL ENTRY?				
7. IS THERE SUFFICIENT TAMPER-PROOF SECURITY LIGHTING ILLUMINATING VULNERABLE EXTERIOR PORTIONS OF THE LIBRARY?				
8. ARE EXTERIOR DOORS STRONG, TIGHTFITTING AND EQUIPPED WITH HIGH SECURITY LOCKS, HINGES AND GLAZING?				
9. DO EMERGENCY EXITS HAVE ALARMS TO SIGNAL UNAUTHORIZED USE?				
10. DO PROBLEMS EXIST IN SECLUDED AREAS OF THE LIBRARY THAT JUSTIFY CONVEX MIRRORS OR CCTV SYSTEMS?				
11. IF BOOK THEFT DETECTION SYSTEMS ARE USED, CAN THIEVES CIRCUMVENT THESE BY PASSING MATERIALS OUT OF WINDOWS OR EMERGENCY EXITS?				
12. CAN PATRONS GAIN ACCESS UNDETECTED INTO NON-PUBLIC AREAS?				

15. SECURITY SYSTEMS (CONTINUED)

QUESTIONS	YES	NA	NO	COMMENTS
13. ARE EXHIBITS, RARE BOOK COLLECTIONS AND OTHER VALUABLE MATERIALS PROVIDED WITH ADEQUATELY SECURED DISPLAY CASES?				
14. IS VALUABLE EQUIPMENT SECURED TO STANDS, TABLES AND DESKS WITH SECURITY HARDWARE?				
15. ARE ELECTRONIC INTRUSION AND THEFT DETECTION SYSTEMS REQUIRED?				
A) IS IT ONLY A LOCAL ALARM?				
B) DOES IT TRANSMIT TO A CENTRAL STATION?				
16. ARE THERE AREAS WHERE PATRONS CAN BE UNDETECTED WITHIN THE LIBRARY AT CLOSING TIME?				
17. IF THE BUILDING HAS A STAFFED SECURITY CENTER, IS IT LOCATED IN AN AREA THAT IS HIGHLY VISIBLE TO THE PUBLIC SO AS TO ACT AS A DETERRENT?				
18. IS THE LIBRARY PROTECTED BY A FIRE DETECTION SYSTEM?				
A) IS IT ONLY A LOCAL ALARM?				
B) DOES IT TRANSMIT TO A FIRE STATION OR CENTRAL STATION SERVICE?				
19. DO CONDITIONS EXIST THAT WARRANT THE INSTALLATION OF A FIRE SUPPRESSION SYSTEM SUCH AS:				
A) MULTIPLE LEVEL, OPEN STACKS?				
B) RARE BOOK AND MANUSCRIPT COLLECTIONS?				
C) COMPUTER ROOM FIRE SUPPRESSION?				

16 MECHANICALS & NOISE CONTROL

16. MECHANICALS AND NOISE CONTROL

QUESTIONS	YES	NA	NO	COMMENTS
1. IS THE WIRING ADEQUATE?				
2. ARE THERE ENOUGH ELECTRICAL, TELEPHONE AND DATA OUTLETS IN STRATEGIC LOCATIONS?				
3. CAN EXTRA OUTLETS BE ADDED EASILY?				
4. ARE SEPARATE CONDUITS AVAILABLE FOR COMMUNICATION DATA LINES?				
5. IS THE ENVIRONMENT APPROPRIATE FOR COMPUTER EQUIPMENT?				
6. IS ANTI-STATIC CARPET USED THROUGHOUT THE BUILDING?				
7. IS THE BUILDING SUFFICIENTLY WIRED FOR A-V EQUIPMENT?				
8. IS THE BUILDING WIRED FOR CABLE TV:				
A) RECEPTION?				
B) PRODUCTION?				
9. CAN THE HUMIDITY BE CONTROLLED IN THE BUILDING WITHIN A 5% VARIANCE?				
10. ARE THE CONDITIONS APPROPRIATE FOR:				
A) MAINTENANCE OF RARE MATERIALS?				
B) TEMPERATURE CONTROL?				
C) HUMIDITY CONTROL?				
D) NATURAL LIGHT CONTROL AND SCREENING OF ULTRAVIOLET RAYS FROM BOTH WINDOWS AND FLUORESCENT LIGHTS?				
11. ARE THE THERMOSTATS FUNCTIONALLY CONTROLLED WITH LOCKABLE COVERS IN PUBLIC AREAS?				
12. CAN THE HVAC SYSTEM BE EASILY MAINTAINED?				

16. **MECHANICALS AND NOISE CONTROL (CONTINUED)**

QUESTIONS	YES	NA	NO	COMMENTS
13. ARE HEATING AND COOLING UNITS ZONE CONTROLLED?				
14. ARE SPRINKLERS UNITS ZONE CONTROLLED?				
15. ARE STACK LIGHTS ON TIMERS FOR AUTOMATIC SHUT OFF?				
16. CAN YOU ADJUST HEAT/AIR ROOM BY ROOM FROM A CENTRAL POINT?				
17. IS THERE PROVISION FOR ADEQUATE VENTILATION IF CLIMATE CONTROL FAILS?				
18. ARE WINDOW COVERINGS ADEQUATE FOR HEAT AND LIGHT CONTROL?				
19. DOES LIGHTING ALLOW FOR FLEXIBILITY FOR MOVING STACKS AND/OR FURNITURE?				
20. CAN AMBIENT LIGHTING BE CONTROLLED?				
21. IS TASK LIGHTING AVAILABLE WHERE APPROPRIATE?				
22. DOES LIGHTING INTENSITY VARY ACCORDING TO NEED?				
A) CAN LIGHTS BE DIMMED IN AREAS WHERE A-V EQUIPMENT WILL BE USED?				
B) IS LIGHTING ADEQUATE AT BOTH THE TOP AND BOTTOM SHELVES IN STACK AREAS?				
23. IS LIGHTING IN ALL AREAS:				
A) ADEQUATE?				
B) FREE FROM GLARE?				
24. ARE LIGHT CONTROLS CONVENIENTLY LOCATED?				
25. CAN LIGHTING BE CONTROLLED AREA BY AREA?				
26. ARE ADEQUATE NIGHT LIGHTS PROVIDED?				

16. **MECHANICALS AND NOISE CONTROL (CONTINUED)**

QUESTIONS	YES	NA	NO	COMMENTS
27. ARE LIGHT SWITCHES AVAILABLE AT STAFF ENTRANCES?				
28. ARE THERE EMERGENCY LIGHTS AND EXIT LIGHTS?				
29. DOES EMERGENCY WARNING SYSTEM INCLUDE LIGHTS FOR THE DEAF?				
30. IS THERE ACOUSTICAL SEPARATION OF PUBLIC AREAS FROM STAFF WORK AREAS?				
31. ARE AREAS DESIGNATED FOR QUIET STUDY ACOUSTICALLY CONTROLLED?				
32. IS THE CIRCULATION AREA DESIGNED SO NOISE WILL NOT DISRUPT OTHER AREAS?				
33. HAVE PROVISIONS BEEN MADE FOR NOISE CONTROL THROUGH:				
A) ACOUSTICAL CEILING?				
B) CARPETING?				
C) ACOUSTICAL MACHINERY ENCLOSURES?				
D) WALL COVERINGS?				
E) STACK ARRANGEMENT?				
F) LOCATION OF MECHANICAL AREA AWAY FROM QUIET AREAS?				
G) CAREFULLY CHOSEN HARD SURFACE FLOOR COVERINGS?				
34. ARE RESTROOMS, COPY MACHINES, PUBLIC TELEPHONES & LOUNGES LOCATED WHERE THE NOISE WILL BE LEAST DISTRACTING?				
35. IS THE SPRINKLER SYSTEM ADEQUATELY DISTRIBUTED TO PROTECT THE COLLECTION?				
36. ARE SMOKE DETECTORS ADEQUATELY DISTRIBUTED AND CONNECTED TO A CENTRAL ALARM STATION?				

16. **MECHANICALS AND NOISE CONTROL (CONTINUED)**

QUESTIONS	YES	NA	NO	COMMENTS
37. ARE FIRE EXTINGUISHERS AND FIRE HOSE ADEQUATELY DISTRIBUTED AND HIGHLY MOBILE?				

17

FUTURE

17. FUTURE

QUESTIONS	YES	NA	NO	COMMENTS
1. IS EXPANSION POSSIBLE ON THE CURRENT SITE AND IS THE BUILDING DESIGNED TO RETAIN A LOGICAL TRAFFIC FLOW?				
2. IN ADDITION TO THE CURRENT SITE, IS ADJACENT LAND AVAILABLE FOR EXPANSION?				
3. IS THERE ROOM FOR EXPANSION INSIDE THE PRESENT STRUCTURE?				
4. DOES THE BUILDING LEND ITSELF TO FUTURE MODIFICATION?				
5. CAN FLOORS WITHSTAND THE LOAD OF COMPACT SHELVING?				
6. IS WIRING ADEQUATE TO ALLOW FOR THE REARRANGEMENT OF FURNITURE, ELECTRICAL, AND TELECOMMUNICATIONS EQUIPMENT?				